

		2.5 c	Affordable Housing Recruitment - strategy	Within three (3) weeks of WACOR direction; to be completed by November 2014
		2.5 c	Affordable Housing Recruitment – implementation	As outlined in TM-approved strategy; to be completed by the end of January 2015
		2.5 d	Draft materials for affordable housing recruitment	Within three (3) weeks of WACOR direction
		2.5 d	Finalize materials for affordable housing recruitment	Within two (2) weeks of TM comments
	Update New Homes Content on Public Website	2.6	Develop text for web updates/postings	Within two (2) weeks of WACOR direction
		2.6	Finalize text for web updates/postings	Within one (1) week of receipt of TM comments
<b>Task</b>	<b>Task Title</b>	<b>Subtask</b>	<b>Deliverable</b>	<b>Due Date</b>
<b>3</b>	<b>Outdoor</b>			
<b>3</b>	Strategic Planning	3.1	Draft strategic plan for the outdoor sector	Within three (3) weeks of communication from WACOR
			Final strategic plan for the outdoor sector	Within two (2) weeks of receipt of comments from WACOR
<b>3</b>	Professional Certification Labeling Program	3.2 a	Summary report on application	Within three (3) weeks of receipt of application from potential PCO
			Follow-up with applicant	Within one (1) week of decision by WACOR
		3.2 b	Schedule call with newly labeled PCO	Within two (2) weeks of program labeling
			Send welcome materials to newly labeled PCO	Within one (1) week of program labeling
			Communicate program news to existing PCOs	Quarterly
		3.2 c	Launch of directory of certified professionals	Within three (3) weeks of communication from WACOR
			Collect data and update directory	Quarterly
			Standard operating procedures for the directory	Within three (3) weeks of the launch of the directory
		3.2 d.1	Draft revised <i>Professional Certification Program Research Report</i>	Within 6 weeks of communication from WACOR

			Final revised <i>Professional Certification Program Research Report</i>	Within 2 weeks of receipt of comments from WACOR
			Draft technical market research report	Within 6 weeks of communication from WACOR
			Final technical market research report	Within 2 weeks of receipt of comments from WACOR
		3.2 d.2	Draft Notification of Intent	Within three weeks of receipt of details on the NOI from the WACOR
			Final NOI and web content	Within two weeks of receipt of EPA comments
			NOI Public meeting summary	Within two weeks of public meeting.
<b>3</b>	Outreach on Outdoor Water Efficiency	3.3 a	Draft outdoor marketing and outreach materials	Within three (3) weeks of communication from WACOR
			Final outdoor marketing and outreach materials	Within two (2) weeks of receipt of comments from WACOR
		3.3 b	Draft materials	Within three (3) weeks of communication with WACOR
			Final materials	Within two (2) weeks of receipt of comments from WACOR
		3.3 c	Marketing proposal	Within four (4) weeks of communication with WACOR
			Marketing plan	Within two (2) weeks of communication from WACOR
<b>3</b>	Conference Travel	3.4	Attend conference	TBD
			Conference report	Within two (2) weeks of end of conference

## V. MISCELLANEOUS

### A. Software Applications and Accessibility:

Word processing files delivered to the Government shall be Microsoft Word, 8.0 or higher. All software and electronic information technology shall conform to the requirements relating to



accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov>.

- Preferred text format: MS Word, 8.0 or higher (MS Office 2003 or higher)
- Preferred presentation format: Power Point, Office 2003 or higher
- Preferred graphics format: Each graphic is an individual GIF file
- Preferred portable format: Adobe Acrobat, Version 6.0

## **B. Travel**

Travel is expected for this work assignment. Any travel chargeable to this work assignment shall be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA Contracting Officer Representative (COR) prior to travel taking place. The WACOR will provide at least a two week notice of any non-local travel. For planning purposes, the contractor shall assume three (3), one (1) – four (4) day trips, will be required over the course of this Work Assignment. Any specific travel proposed for completion of this work assignment must be approved in writing by the EPA contract level COR in advance.

## **C. Release of Data and Information**

All information collected and developed under this Agreement is the property of the U.S. EPA and shall not be released to the public or used for other work or projects, including EPA or other federal work, without written authorization of the CO.

## **D. Conference/Meeting Guidelines and Limitations**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA Contract Level COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA Contract Level COR. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

## **F. Contractor identification**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Work Assignment Contracting Officer Representative.

## **F. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **G. Management Controls**

All printing shall be in accordance with clause H.2 (Printing) of the contract.

## **VI. QUALITY ASSURANCE SURVEILLANCE PLAN**

All tasks are to be completed on or ahead of schedule unless EPA and the contractor mutually agree to a schedule change.

The contract level QASP applies to this work assignment. The requirements do include environmental measurements, etc., therefore a supplement programmatic quality assurance project plan (PQAPP) is required.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-03				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name New Homes and Outdoor				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   02/14/2015   To   02/13/2016				
Comments: This approval includes a funding ceiling of \$260,000. The contractor is not to exceed this amount without prior approval of the CO.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
07/18/2014 To 02/13/2016										
This Action:		\$362,452.00		4,310						
Total:		\$362,452.00		4,310						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 02/26/2015		Cost/Fee: \$362,452.00		LOE: 4,310						
Cumulative Approved:		Cost/Fee: \$362,452.00		LOE: 4,310						
Work Assignment Manager Name    Amber Lefstead  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number    202-564-2906 FAX Number:				
Project Officer Name    Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:				
Other Agency Official Name    Kathleen Rechenberg  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2853 FAX Number:				
Contracting Official Name    Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-03				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-14-014			Contract Period 07/17/2014 To 02/13/2016			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number    1			Indoor residential				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 02/14/2015 To 02/13/2016					
Comments: The purpose of this amendment is to appoint Jonah Schein as the WACOR and Stephanie Tanner as the ALT WACOR and to raise NTE to \$280,000.00.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
07/17/2014 To 02/13/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name    Amber Lefstead							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number    202-564-2906			
							FAX Number:			
Project Officer Name    Robin Danesi							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name    Courtney Stallworth							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2002			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-04				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name WaterSense Web Support				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   02/14/2015   To   02/13/2016				
Comments: WaterSense Web Support										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:						1,166				
Total:						1,166				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name    Jonah Schein						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number    202-564-2720				
						FAX Number:				
Project Officer Name    Robin Danesi						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:    202-564-1846				
						FAX Number:				
Other Agency Official Name    Kathleen Rechenberg						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:    513-487-2853				
						FAX Number:				
Contracting Official Name    Noelle Mills						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:    513-487-2171				
						FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**Technical Evaluation and Market Assessment Support for the Water Efficiency Program**  
**Contract No. EP-C-14-014**  
**Work Assignment No. 1-04**

**I. ADMINISTRATIVE (PWS Area 3.2.4)**

**A. Title: WaterSense® Program General Web Support and Maintenance**

**B. Work Assignment Contracting Officer Representative (WACOR):**

Jonah Schein  
US EPA (MC: 4204M)  
1200 Pennsylvania Ave., N.W.  
Washington, DC 20460  
(202) 564-8836, FAX: (202) 501-2396

**C. Quality Assurance:**

The requirements of this work assignment do not include the collection of primary or secondary environmental data; therefore, a programmatic quality assurance project plan (PQAPP) is not required.

**Background:** WaterSense, an EPA partnership program, seeks to enhance the market for water-efficient products and practices. The program aims to provide information to residential and commercial/institutional consumers to help them select water-efficient products and adopt water-efficient practices; encourage manufacturers and service providers to increase the water-efficiency of their offerings; provide a turn-key approach to promoting water efficiency for local officials and organizations to use in their efforts; and inform the public about the importance of using water resources efficiently.

**II. OBJECTIVE:**

The objective of this work assignment is to provide support for website evaluation and ongoing maintenance updates for the WaterSense program. This work assignment applies to all websites maintained by WaterSense (currently these consist of the public website and the password protected partner website). EPA seeks to continually improve the user experience and to more effectively communicate the WaterSense message through its program website. For each of the following tasks, EPA will make results of previous research and program development materials available to the Contractor as necessary. For all tasks, The Contractor shall provide all source files and content to EPA with final deliverables. In order for the Contractor to fulfill the requirements of the tasks specified in this work assignment, it will require information, reports, analysis, etc. from other WAs under this contract; however, no work will be duplicated on any two (2) WAs. The Contractor shall maintain comprehensive knowledge of EPA's Office of External

Affairs and Environmental Education (OEAE) and Office of Environmental Information (OEI) guidelines, standards, best practices, and technical requirements for website design and publications as well as OEAE partnership program requirements. See ([www2.epa.gov/webguide](http://www2.epa.gov/webguide)). All deliverables shall comply with these requirements.

### **III. TASK DETAIL:**

The Contractor shall perform the following tasks:

#### **Task 0 - Work Plan and Budget Development**

The Contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70)

**Task 1 Maintain Accuracy and Timeliness of the WaterSense Website.** The WaterSense website will continue to be “the place to go” on EPA’s website for information about water efficiency. The site shall include up to date information on the need for water efficiency and the related benefits, both environmental and economic as well as programmatic information related to campaigns, specifications, and program implementation. It will provide free, unbiased information and technical support on water efficiency. The Contractor shall provide support to EPA staff to ensure the timely updating of the WaterSense website.

**Task 1.1 Website Maintenance:** Maintaining the WaterSense website will require ongoing (daily) monitoring; frequent (weekly) changes, and updating of documents. The contractor shall perform maintenance at the intervals defined in Task 2 in order to ensure proper functioning of the site. Maintenance shall include weekly review of the site’s content for accuracy, scans for broken links, and other methods as determined in conjunction with the EPA WACOR.

**Task 1.2 Ensure the Accuracy of Site Content:** The Contractor shall ensure the accuracy of all data included on the WaterSense website on web pages as well as in PDFs and other posted files, by clearing the content with EPA WACOR prior to development. The Contractor shall also ensure, both on web pages and in posted files, the accuracy of all WaterSense program marks and the coherence of all website messaging vis-à-vis WaterSense guidance documents such as the Program Guidelines, Graphics Standards and Style Guide, and Label and Logo Use Guidelines. These guidance documents are contained in the WaterSense Brand manual that is supplied to the contractor.

**Task 1.3 Maintain Site:** The Contractor shall ensure that the site services current program needs, by effectively communicating information about the program to partners and to the public. Maintaining the WaterSense website will require frequent changes to existing pages, documents (such as PDFs), and sections as well as their creation. Web planning and development should be done with anticipation that the list of 'likely visitors' will grow as the program grows. Strategies to accommodate the growth of the program should be presented to the WACOR.

**Task 1.4 Provide Ongoing Technical Recommendations:** The Contractor shall make unsolicited recommendations aimed at improving the ease with which users access, navigate, and learn from the WaterSense website. The Contractor shall also make recommendations as to how best maintain the WaterSense website given anticipated changes to EPA web policy or hosting environment. Recommendations should not be implemented without approval from the EPA WACOR.

**Task 2 Follow Website Update Protocol.** Due to the frequent nature of programmatic developments and additional content needed to be posted to the WaterSense Web site, updates shall be scheduled by EPA at periodic intervals. Such updates can apply to any of the web sites maintained by WaterSense. For planning purposes, the Contractor shall anticipate two (2) updates each month. The Contractor will be notified of needed changes no later than five (5) business days prior to the live posting date.

**Task 2.1 The Contractor Shall Maintain a List of Items and Files Required:** The contractor shall review the list (provided to the Contractor by EPA WACOR in excel format via email prior to the scheduled update) of necessary files, text, and web pages required for regular site updates. This information will be provided approximately five (5) days before the scheduled update. It will be the responsibility of the Contractor to alert EPA WACOR at least four (4) business days prior to the scheduled update regarding missing elements (files, links, or pages) critical to the functioning of the website.

**Task 2.2 The Contractor Shall Perform Regular Updates:** As a partnership program, WaterSense requires that certain items receive regularly scheduled updates. Updates will consist of the edits and changes contained in the update list provided to the Contractor in task 2.1. More in depth updates will also occur on periodic basis. In the event of larger updates, EPA WACOR will work in conjunction with the Contractor to ensure that adequate notice is given. For planning purposes, the Contractor shall assume four to eight (4-8) new pages will need to be either posted, updated or removed from the site completely during each update.

**Task 2.3 The Contractor Shall Adhere to Update Review Process:** The Update Review Process shall consist of three (3) steps, and EPA WACOR may request edits to the update at any time. In Step 1, the EPA WACOR will provide



to the Contractor, a list in excel format via email of anticipated updates five (5) business days prior to the scheduled update and the Contractor shall maintain a list of items and files. Step 2, upon receipt of the list in Task 2.1, the Contractor shall post the proposed update materials in EPA's test environment. Step 3, after the materials in the test environment have been approved by the EPA WACOR, The Contractor shall post the materials for public access on the EPA server. In the event that the EPA server environment should change (for instance the launch of a content management system replacing EPA's current UNIX servers), then the comparable password protected environment and public environments will take the place of the test and public directories respectively.

**Task 2.4 The Contractor Shall Perform Additional Updates as Needed:** From time to time, EPA will require updates to be rescheduled, added, or eliminated based on pressing and time sensitive program developments. Such incidents will occur at the discretion of the EPA WACOR. In such cases, EPA WACOR will alert the Contractor to these needs no later than one (1) business day prior to the update. Contractor should expect such updates to occur two (2) times per quarter.

**TASK 3: Configure and Produce Code to Connect the WaterSense Website with the WaterSense CRM Data.** The Contractor shall configure and maintain the WaterSense Customer Relationship Management software (SalesForce) to directly feed the WaterSense website information regarding WaterSense labeled products, partners, and additional information stored in SalesForce. SalesForce data (and other sources as deemed necessary by the EPA WACOR) shall continue to be maintained such that its contents can be dynamically queried by the WaterSense website and accessed utilizing AJAX and JavaScript techniques, allowing for the creation of dynamic and searchable pages without the need for flash plug-ins or maintenance of additional databases. The Contractor shall configure additional information entered into SalesForce such that it is also accessible in this manner as additional product and partner categories are added to the program. Information shall be accessible on the WaterSense website regardless of hosting environment.

**Task 3.1: The Contractor shall configure SalesForce output:** The Contractor shall be responsible for maintaining the SalesForce output (and output for additional sources) configuration and ensuring the appropriate data is accessible on the WaterSense website. The available data fields will be governed by information currently stored in SalesForce and/or the source data.

**Task 3.2: The Contractor shall configure SalesForce output to support additional functionality:** The Contractor shall be responsible both for incorporating new product data into the SalesForce output and ensuring the appropriate data is accessible on the WaterSense website as well as adding fields required to support greater search functionality. For planning purposes, the Contractor should assume 1 new product categories per year, and one additional feature or other change per quarter. The Contractor shall have information on

new product categories prepared twenty (20) business days after receipt of the first labeled products in said category.

**Task 3.3: Develop and record standard operating procedures for managing Salesforce Output and making it available on the website:** The Contractor shall produce standard operating procedures for this process. These procedures will serve as a reference for recreating a comparable level of accessibility and functionality should changes occur on either side of the flow of information (i.e. should changes occur in the CRM or should they occur on EPA's website and technical stack).

**Task 4 Provide Web Statistics and Analytics.** The Contractor shall provide relevant information to EPA regarding the traffic and use of resources on the WaterSense website. In order to gain reliable feedback on the performance of the website, EPA requires regular data on website usage. The Contractor shall provide EPA with monthly statistics regarding website traffic, resources accessed, and other activity on a monthly basis. Monthly reports do not need to include a written analysis or recommendations. Reports should be conveyed using the standard WebTrends format. If needed, and only after approval from the EPA WACOR, the Contractor can change from WebTrends to an alternate application (such as Quick Tracks) if such a change would provide additional efficiency or information.

**Task 4.1: Prepare a report summarizing web statistics on the WaterSense website since its inception:** The Contractor shall produce a report summarizing the statistics and analytics on the WaterSense website since it first went online. EPA will make available to the contractor all necessary data points and log files for this purpose. The report shall focus on common themes in frequently accessed resources, degrees of responsiveness (in terms of traffic) to other internal and external factors, and recommendations for best management practices moving forward.

**Task 5 Comply with and Monitor EPA Web Requirements.** The WaterSense website needs to conform to all applicable EPA standards, requirements, and policies.

**Task 5.1 Comply with EPA Web Guide:** The Contractor shall maintain compliance of the WaterSense website with regard to the EPA Web Guide and inform EPA staff of important aspects of the Guide as they are encountered in the course of web maintenance and development as soon as they are encountered. The Contractor shall also inform EPA when notable changes occur in the Guide when web postings are likely to be affected by said changes a minimum of ten (10) business days before the affected posting.

**Task 5.2 Ensure Security Standards on EPA Servers:** The Contractor shall conform to all security measures related to directly accessing EPA's Web servers as defined by EPA's web guide. Doing so includes promptly resetting server access (TSSMS) passwords prior to their expiration every ninety (90) business

days. In addition, The Contractor shall take steps to ensure that, in the event of circumstances beyond the Contractor's control, such as power outages or natural disasters, back-up systems are available to safeguard the Contractor's ability to access EPA servers. The Contractor shall provide these steps to EPA WACOR. In the event of back-up system failure, The Contractor shall be prepared to work, under technical direction provided by the WACOR, with IT staff at EPA to maintain the accessibility of the program website.

**Task 5.3 Monitor Developments in EPA Web Policy:** The Contractor shall monitor, with the assistance of EPA staff, the progress of any and all initiatives within the Office of Water, Office of Environmental Information and the Office of External Affairs and Environmental Education as well as other offices aimed at making changes to the technical requirements related to the maintenance of an EPA website. Such requirements may include but are not limited to content management systems (CMS), cascading style sheets (CSS), and special guidelines developed for use by partnership programs only. Accordingly, the Contractor shall take all such initiatives into account when maintaining the existing website or making plans for future development. The Contractor shall notify the WACOR in writing of any such changes likely to impact the WaterSense site within fifteen (15) business days.

**Task 6 Work Assignment Management.**

The Contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone as needed. For planning purposes, the Contractor should assume that such meeting will consume approximately two hours per month. The Contractor shall provide a status update for tasks via email two days before each meeting. The Contractor shall meet with the WACOR on specific issues related to proper functioning of the site and the servicing of the audiences' needs more frequently as directed by the WACOR. Contractor should plan on one such meeting per quarter.

**IV. DELIVERABLE SCHEDULE:**

<b>Task</b>	<b>Subtask</b>	<b>Deliverable</b>	<b>Due Date</b>
<b>0</b>		Work plan	Per contract requirements
<b>1</b>	1.1	Website Maintenance	Ongoing
	1.2	Ensure the Accuracy of Site Content	Ongoing
	1.3	Maintain and Expand Site	Ongoing
	1.4	Ongoing Technical Recommendations	Ongoing
<b>2</b>	2.1	Maintain List of Items and Files Required	Immediately upon receipt of update list
	2.2	Perform Regular Website Updates	5 business days after receipt of update list

	2.3	Adhere to Update Review Process	5 business days after receipt of update list
	2.4	Perform Additional Updates as Needed	1 business day after receipt of comments from WACOR
<b>3</b>	3.1	Connect WaterSense CRM to Public Site	Ongoing
	3.3	Develop SOP for SalesForce Output	End of period of performance
<b>4</b>		Provide Monthly Website Statistics	Within 10 business days of the end of the month
	4.1	Provide a report summarizing website activity	End of period of performance
<b>5</b>	5.1	Comply with EPA Web Guide	Ongoing
	5.2	Ensure Security Standards on EPA Servers	Ongoing
	5.3	Monitor Developments in EPA Web Policy	Ongoing
<b>6</b>		Work Assignment Management	Bi-monthly

Documents prepared under this contract shall be provided in electronic format, compatible with the MS Office Suite. All documents shall be provided first as drafts. EPA may provide comments for the Contractor to incorporate into the final documents. The final document format will be agreed upon by the EPA WACOR and the Contractor in advance. The Contractor shall also provide electronic copies of any data files developed in the course of this Work Assignment.

The Contractor shall discuss any disagreements with or questions on EPA-provided comments prior to submission of a final document. All deliverable revisions will be due back to the EPA WACOR no later than fifteen (15) business days after the Contractor receives EPA feedback unless otherwise specified by the WACOR. If EPA chooses not to provide comments, the draft document will be accepted as final, and the Contractor will be notified that no revisions are required.

## **V. MISCELLANEOUS**

### **A. Software Applications and Accessibility.**

Word processing files delivered to the Government shall be Microsoft Word, 8.0 or higher. All software and electronic information technology shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov>.

- Preferred text format: MS Word, 8.0 or higher (MS Office 2007 or higher)
- Preferred presentation format: Power Point, Office 2007 or higher
- Preferred graphics format: Each graphic is an individual GIF file
- Preferred portable format: Adobe Acrobat, Version 8.0

**B. Travel.**

Travel will not be required in completion of this work assignment.

**C. Release of Data and Information.**

All information collected and developed under this Agreement is the property of the U.S. EPA and shall not be released to the public or used for other work or projects, including EPA or other federal work, without written authorization of the CO.

**D. Conference/Meeting Guidelines and Limitations:**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA Contract Level COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA Contract Level COR. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

**E. Contractor identification**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Work Assignment Contracting Officer Representative.

**F. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

**G. Management Controls**

All printing shall be in accordance with clause H.2 (Printing) of the contract.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-04				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name WEBSupport for WaterSense				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   02/14/2015   To   02/13/2016				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund         <span>Accounting and Appropriations Data</span> <input checked="" type="checkbox"/> Non-Superfund       </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:		\$103,149.00				1,116				
Total:		\$103,149.00				1,116				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 02/26/2015		Cost/Fee: \$103,149.00				LOE: 1,116				
Cumulative Approved:		Cost/Fee: \$103,149.00				LOE: 1,116				
Work Assignment Manager Name    Jonah Schein  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   202-564-2720 FAX Number:				
Project Officer Name    Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name    Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-05				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name Product Technical Support				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   02/14/2015   To   02/13/2016				
Comments: Product Technical Support										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:						7,135				
Total:						7,135				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name    Stephanie Tanner  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number   202-564-2660 FAX Number:			
Project Officer Name    Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:			
Other Agency Official Name    Kathleen Rechenberg  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2853 FAX Number:			
Contracting Official Name    Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

## **PERFORMANCE WORK STATEMENT**

**Contract # EP-C-14-014**

**Work Assignment No. 1-05**

### **I. ADMINISTRATIVE**

**A. Title: WaterSense® Product Development and Technical Support**

**B. Period of Performance: 2/14/15-2/13/16**

**C. Work Assignment Contracting Officer Representative (WACOR)**

<b>Work Assignment Contracting Officer Representative Stephanie Tanner 1200 Pennsylvania Ave, NW MC 4204-M Washington, DC 20460 202-564-2660 Phone 202-501-2396 Fax</b>	<b>Alternate WACOR Jonah Schein 1200 Pennsylvania Ave, NW MC 4204-M Washington, DC 20460 202-564-2720 Phone 202-501-2396 Fax</b>
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### **D. Quality Assurance**

The requirements do include environmental measurements, etc., therefore a supplement programmatic quality assurance project plan (PQAPP) is required. The Contractor created a PQAPP for data and information collected under both WA B-01 and WA B-05. This PQAPP will be acceptable to meet the requirements under this WA.

### **E. Background**

The WaterSense program is a voluntary partnership program to enhance the market for water-efficient products and practices. The program seeks to provide information to residential and commercial consumers to help them select water-efficient products and adopt water-efficient practices; encourage manufacturers and service providers to increase the water-efficiency of their offerings; provide a turn-key approach to promoting water efficiency for local officials and organizations to use in their efforts; and inform the public about the importance of using water resources efficiently.

## **II. OBJECTIVE**

The objective of this work assignment is to obtain technical support in the evaluation of water-using products, systems, services and activities for their potential inclusion in the WaterSense program. EPA requires an in-depth understanding of both the technology, system or service and the market place in order to make decisions about market enhancement. This work assignment will



provide research on products and services, development of specifications, conformity assessment and assistance with technical outreach to stakeholders.

For each of the following tasks EPA will make results of previous research and program development materials available as necessary. For all tasks, the contractor shall provide all source files and content to EPA with final deliverables. For each of the following tasks the contractor shall be responsible for coordinating certain activities with other EPA offices or other organizations outside of the EPA. When the contractor is responsible for coordinating activities with the EPA or other outside organizations, the contractor should be certain to communicate that they are working as an EPA Contractor. The contractor must be familiar with EPA's Office of Public Affairs guidelines, standards, best practices, technical requirements for Web site design and publications and all deliverables should comply with those requirements.

### **III. TASK DETAILS**

The contractor shall perform the following tasks:

#### **Task 1 - Work Plan, Program Planning, Funds Tracking and Management**

*Task 1.1 Work Plan* – The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables.

*Task 1.2 Funds Tracking and Management* – This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70). The budget for this work assignment shall be tracked at the task level. The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two hours per month to discuss work assignment planning issues. The contractor shall meet with the WACOR on specific issues more frequently as directed by the WACOR for a maximum of twelve (12) times. The contractor shall also maintain a milestone chart or other tracking system for projects underway as part of this WA.

*Task 1.3 Program Planning* – The contractor shall assist the WaterSense program in developing a five (5) year plan for the technical program. The task will include organizing meetings with ten to fifteen (10-15) stakeholders to obtain feedback on program successes and future direction. The contractor shall develop meeting agendas, summarize findings and work with EPA to refine feedback into a plan that may include a framework for screening projects, goals for products, systems and services and other activities to be undertaken by the

program. The technical plan should complement the overall program plan, goals and objectives.

## **Task 2 – Product Screening and Research**

Under this task the contractor shall conduct research on products and services for inclusion in the WaterSense program. This research will be the basis for determining if development of a specification is necessary under Task 3. Under this task area the contractor shall complete the preliminary screenings and detailed assessments described below. For each product or service, a draft and final report shall be completed.

*Task 2.1 Product Screening and Pipeline Management* – The contractor shall update and maintain the WaterSense product screening tool. The product screening tool is a spreadsheet used by the WaterSense program to prioritize products for detailed research and possible specification development. The contractor shall collect information on new water efficient product for consideration by the WaterSense program. New products can be identified from a number of sources including, but not limited to, conferences, trade shows, helpline inquiries, and technology magazines. On an annual basis the contractor shall update the tools to ensure that product information is current. The screening shall look at the overall technical and market situation of products and be based on easily available information including, water use, water saving, payback periods, national sales figures, status of standards and testing protocols. The contractor shall meet with the WACOR to review the revised tool and discuss new program priorities. This meeting should be held within one (1) month of the tool revision. The contractor shall expect to update the screening tool once as part of this work assignment.

*Task 2.2 Technical Assessments and Market Research Report* – The contractor shall complete research that provides a broad understanding of identified product categories and specific products. This information should build on information gathered during the preliminary screening. Information developed at this level should inform the specification development and conformance assessment process. This assessment shall be used to determine which products will actually be included in the WaterSense program and what the appropriate market mechanism will be. This phase of the research should conclude with a research report for the program. The research should cover the topics outlined in the WaterSense Specification Development Guidelines (Guidelines).<sup>1</sup>

The contractor shall complete one (1) draft report and one (1) final report as part of this work assignment. The contractor shall attend and participate in 4-5 meetings taking place locally or via conference call or webinar. The EPA WACOR will give the contractor at least two (2) weeks' notice of expected meeting dates and times.

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<sup>1</sup> ERG is already in possession of the Specification Development Guidelines

### **Task 3 - Product Development and Management**

The EPA has selected a number of products for further development based on work completed under Contract EP-C-09-008. The contractor shall work with EPA to engage a broad spectrum of stakeholders including: (non-government organizations) NGOs, trade and professional associations, products manufacturers, service providers, conformance assessment bodies, standard setting bodies and utilities. Input from stakeholders can be obtained from a range of mechanisms as appropriate. These mechanisms can range from simple conference calls to formal meetings. The contractor shall have a system in place for tracking and managing input from stakeholders and the general public. This process is highly dependent on the industry and complexity of the technology, but should follow the instructions outlined in the Guidelines supplied to the contractor under Task 2 (WaterSense Specification Development Guidelines). Detailed information on the development of the documents in this section is included in the Guidelines. The contractor should also develop tracking material for each task as necessary. The contractor may need to attend non-local meetings with relevant stakeholders for information gathering purposes as part of this task. The contractor can expect to attend three to five (3-5) meetings of one to two (1-2) days each as part of this task. The WACOR will provide at least two (2) weeks notice of any meeting. These meetings will take place via webinar or at another industry event so that contractor will not need to rent or locate space for the meetings.

*Task 3.1 Notice of Intent (NOI)* – This is the process by which WaterSense formally declares its intent with respect to products. Where a NOI was issued under a prior work assignment, the contractor shall continue the NOI process for this product. The main objective of this process is to engage the stakeholder community and obtain information needed to fully develop a specification or another WaterSense output document. The contractor can expect to work on two (2) NOIs as part of this WA. It is also possible that one (1) of these products may not be completed due to technical issues; in that event the WACOR will inform the contractor on a replacement product or task consistent with this WA via a contract amendment.

*Task 3.2 Draft Specifications* – Once WaterSense has answered the outstanding questions in the NOI, the specification development process can begin. When directed by the WACOR, the contractor shall develop the draft specification in accordance with the Guidelines supplied to the contractor under Task 2 (WaterSense Specification Development Guidelines) and based on information developed during the research and NOI phases. This process shall require the contractor to coordinate up to three public meetings of two to three (2-3) hours, as appropriate to handle comments from the stakeholder community. These meetings will take place via webinar or at another industry event so that contractor will not need to rent or locate space for the meetings. In addition the contractor shall prepare the Supporting Statement which summarizes the intent of the specification, research and cost effectiveness of the proposed specification

and other documents as described in the Guidelines. The contractor can expect to complete up to three (3) Draft Specifications for products as part of this work assignment.

- a. *Irrigation Devices* – At the direction of the WACOR the contractor shall begin developing a draft specification for outdoor irrigation devices where sufficient information was gathered under task 3.1 above. The contractor shall work with any relevant industry or standard development organization as directed on these products. The contractor can expect to complete one to two (1-2) draft specifications under this work assignment.

*Task 3.3 Final Specifications* – At the conclusion of the draft specification comment period the contractor shall begin development of a final specification. The contractor shall develop the final specification in accordance with the Guidelines supplied to the contractor under Task 2 (WaterSense Specification Development Guidelines) and based on additional information gathered or any further research identified during the comment period. This process shall generally include review and adjudication of all comments received, development of a plan for and conducting any further research needed to complete the specification. The contractor can expect to complete up to two (2) Final Specification for products as part of this work assignment.

*Task 3.4 Technology Assessment Guide* – If WaterSense determines that a specification is not appropriate for a product, then the contractor shall develop a Technology Assessment Guide for use by Water efficiency practitioner. The Guide shall be a useful summary of the research obtained and provide information to building managers and utilities on appropriate uses of the technology, installation guidance as appropriate and cost effectiveness information. The contractor can expect to complete one (1) Technology Assessment guide as part of this work assignment.

*Task 3.5 Specification Updates* – Due to technological changes in existing standards and other market factors some minor adjustment to the language of a number of existing specifications needs to be made. The contractor shall work with manufacturers, utilities and other stakeholders to update the existing specifications as determined by the WACOR. Where appropriate the contractor shall also work with the ASME standards committees and DOE on adjustments to the language. The contractor can expect to update the specifications listed for showerheads and possibly 2-3 others, which may require up to two (2) meetings each via webinar.

*Task 3.6 Standards Development Committee Participation* – The contractor shall continue to participate in standards committees relevant to WaterSense specification or activities. In this capacity, the contractor shall work with the committee to develop a schedule for developing specifications, coordinate with committee members, analyze data relevant to WaterSense, and review materials developed by the committee. Standards Committee may include:

- ASME/CSA (Canadian Standards Association) Joint Harmonization Task Group or other committees for plumbing fixtures and fittings as needed by specification development and management tasks.
- ASABE committee on landscape irrigation emission devices and committee on smart irrigation controllers

As part of this work assignment it is expected that the contractor will participate in product standard setting committees for up to three (3) products. The contractor shall participate in three- five (3-5) total meetings in person or via conference call or webinar. The EPA WACOR will give the contractor at least two (2) weeks' notice of expected meeting dates and times. Many of these meetings can be combined with meetings identified in other sub tasks at the direction of the WACOR.

#### **Task 4 - Product Certification**

In order to ensure that products and services bearing the WaterSense label meet the specification criteria, WaterSense requires third party certification of products. To support this process WaterSense has developed and published the WaterSense Product Certification System. The system provides a rigorous protocol for determining directly or indirectly that relevant requirements in WaterSense specifications are fulfilled.

*Task 4.1 Certification Scheme Management*– The contractor shall maintain and revise as necessary the controlling documents for the Certification Scheme including, licensing agreements, ad hoc guidance to accreditation organizations and certification bodies, Product Notification Templates and the website. The contractor can expect to maintain up to twenty (20) certification documents as part of this work assignment.

*Task 4.2 Certification Audit* – The contractor shall continue the audit of the certifications system begun under EP-C-14-014 WA 0-05, by developing a report summarizing the finding of that audit. The contractor shall then develop a plan for further auditing the certification program based on the findings in the first audit report the plan should indicate whether on site visits will be required. This audit will include up to six (6) Licensed Certification Bodies (LCB) and two to three (2-3) products categories. The contractor shall work with the selected LCBs, collected and review the necessary information and prepare a report summarizing the findings. The contractor shall make recommendation for changes to procedures or additional training necessary to correct any deficiencies found in the audit. If on-site audit are required, the contractor should plan for three (3) trips of two (2) days to travel to audit of the LCB in person.

#### **Task 5 - Technical Product Support and Outreach**

The objective of this task is to support products launched under the WaterSense program. Items identified here are potential areas for support; actual activities

under this task will be based on the needs of the WaterSense program as they develop. The contractor may need to attend non-local meetings with relevant stakeholders for information gathering purposes as part of this task. The contractor can expect to attend one to two (1-2) meetings of one to two (1-2) days each as part of this task. The WACOR will provide at least two weeks' notice of any meeting. These meetings will take place via webinar or at another industry event so that contractor will not need to rent or locate space for the meetings.

*Task 5.1 Green buildings* – EPA is working with a number of organizations to include water efficiency in the requirements for high-performing new and existing buildings. The contractor shall provide support such as reviewing other green building standards and codes as needed for this effort. The contractor can expect up to five (5) requests for support throughout the year.

*Task 5.2 Marketing and technical outreach* – the contractor's technical team staff will coordinate with marketing team staff to develop outreach strategy and materials for technical professional and trade audiences such as architects, engineers, plumbers, or landscapers. The contractor shall develop outreach materials and activities that correctly reflect the technical aspects of the program and meets the needs of the chosen target audience. This can include media information requests, web content, webinar content and support, presentations and conference papers. The contractor may also be required to attend conferences, tradeshow or other meetings to educate stakeholders on WaterSense. The contractor can expect up to ten (10) requests for support throughout the year. Webinars and presentation will be no longer than one (1) hour.

*Task 5.3 Miscellaneous technical support* – From time to time questions from stakeholders arise about WaterSense products, other water efficiency products and services and other technical issues. The contractor can expect up to ten (10) requests for support to answer questions throughout the period of performance. The contractor and the WACOR shall agree on an appropriate response time based on the complexity of the support required.

*Task 5.4 Energy Star Program Coordination* – The contractor shall work as needed with Energy Star to develop water criteria for energy and water using products. Activities may include, attending stakeholder workshops, review of products reports and proposed criteria and developing recommendations for new water efficiency criteria. The contractor can expect two to four (2-4) requests for support throughout the year. It is expected that attending the workshops will not require any non-local travel on the part of the contractor.

*Task 5.5 Life-cycle Analysis* – The contractor shall perform life-cycle analyses on potential WaterSense products. The analysis shall conform to either ISO 14040 series and/or ASTM D7075 standards, as appropriate. The contractor can expect



up to two (2) requests for support throughout the period of performance of this work assignment.

*Task 5.6 Metrics and Modeling* – The contractor shall continue to maintain and update the factoid catalog developed under EP-C-09-008 WA 4-05. Support for this task shall include addition of new facts as directed by the WACOR and revision of the data set with new price or water metric data if available. The contractor should coordinate with the marketing staff to finalize factoid language and generate messaging for outreach materials such as media, presentations and articles. The contractor may expect development of five to six (5-6) new facts for the catalog during the performance period.

*Task 5.7 Product Deployment Strategy and Implementation* – WaterSense develops strategies and methods to deploy each of its labeled product categories. To help ensure the successful launch of WaterSense's commercial products, the Contractor shall develop a short strategy to most effectively deploy CI products. For purposes of estimation, the contractor shall expect to develop 2-3 strategies of approximately five (5) pages each. The strategy shall include target decision-makers and audiences in the commercial product procurement chain, The Energy Star programs CI efforts and relevant trade publications, and other market factors that would affect the launch of these WaterSense labeled products. After the approval of the strategy, the contractor shall implement the strategy as directed by the WACOR. In addition, the contractor shall continue to implement the deployment strategy for flushing urinals and Pre-Rinse Spray Valves that were developed and approved under the previous contract EP-C-09-008 and WA B-05 under this contract.

## **Task 6 – New Homes Specification and Certification System Management**

For this task, the Task Manager is Jonah Schein, a member of the WaterSense team. A task manager will be the primary technical contact for the specified task and participate in technical communication with the contractor. However, any technical direction will still come from the EPA WACOR.

The objective of this task is to support the New Homes Program launched under the WaterSense program. Items identified here are potential areas for support; actual activities under this task will be based on the needs of the WaterSense New Homes program as it develops. At the conclusion of the performance period, the contractor shall prepare a final annotated version of any documents or tools for delivery to the WACOR. The annotated version shall include any information necessary to continue use of the materials after the contract has ended including but not limited to citation of data sources and an explanation of calculations and terms. Possible areas of support include:

*Task 6.1 New Homes Specification Management* – From time to time questions from stakeholders arise about WaterSense specifications, other water efficiency

products and services and other technical issues. Occasionally, these will result in the need for modifications or clarifications to the New Homes Specification documents. The contractor can expect up to twenty (20) requests for support to answer questions throughout the period of performance and one – two (1-2) modifications/clarifications to the specification documents throughout the period of performance. The contractor and the WACOR shall agree on an appropriate response time based on the complexity of the support required. The contractor will also compile a summary of these activities prior to the end of the period of performance.

*Task 6.2 New Homes Certification System* – To ensure that new homes bearing the WaterSense label meet the specification criteria; WaterSense requires third party certification of homes. To support this process WaterSense has developed and published the WaterSense New Homes Certification System. The system provides a rigorous protocol for determining directly or indirectly that relevant requirements in WaterSense specifications are fulfilled.

- a. Certification System Document – The contractor shall maintain and revise as necessary the controlling documents for the Certification system including, licensing agreements, ad hoc guidance to administrators, Certification providers and auditors. The contractor can expect to maintain up to twenty-five (25) certification documents as part of this work assignment.
- b. Periodic Reports – The contractor shall review and analyze Certification Provider Quarterly reporters and Builder annual reports for use by EPA in managing the system and informing future decisions. Based on information in the reports and guidance from the WACOR the contractor shall prepare a recommendation for any changes to the Certification system needed to improve management of the program. The contractor shall also prepare a summary of issues identified by the helpline or other stakeholders to provide to Program administrators as part of their assessment process.
- c. Training – The contractor shall provide training as necessary to Certification Program Administrators and providers on the new homes certification systems. They shall use the presentations and other materials developed under the Work Assignment 3-05, 4-05, and 5-05 of EP-C-09-008.

*Task 6.3 New Home Builder Resource Manual & Training Materials*– The contractor shall maintain the timeliness and accuracy of the Builder Resource Manual completed under WA 1-02, EP-C-09-008 as well as supplemental training materials.

- a. Builder Resource Manual – The manual shall be updated to reflect any changes made to the New Homes specification under task 6.2 or 6.3. The



contractor shall receive technical direction from the WACOR when changes are deemed substantial enough to warrant updating the resource manual and the contractor and WACOR shall agree on appropriate response time in these instances.

b. Training Materials – The contractor shall prepare additional technical training materials to support the adoption of WaterSense Labeled Homes and water-efficient building practices throughout the residential construction industry. The contractor shall receive technical direction from the WACOR when such materials become necessary. The contractor shall also identify opportunities to educate builders and associated trade professionals at existing forums and venues where the target audience is known to attend. The contractor and WACOR will agree on appropriate venues as well as appropriate deadline for the related material.

### **Task 7 – H2OTEL Challenge**

The WaterSense Program will provide information and guidance to the CI sector on water efficiency and management. For this task, the Task Manager is Tara O'Hare, a member of the WaterSense team. A task manager will be the primary technical contact for the specified task and participate in technical communication with the contractor. However, any technical direction will still come from the EPA WACOR. At the conclusion of the performance period, the contractor shall prepare a final annotated version of any documents or tools for delivery to the WACOR. The annotated version shall include any information necessary to continue use of the materials after the contract has ended including, but not limited to, citation of data sources and an explanation of calculations and terms. In order to support this, the Contractor shall complete the following tasks:

*Task 7.1 General CI Materials* – The Contractor shall revise and modify existing materials on water efficiency in the CI sector for use in association with the WaterSense program. Specifically the contractor shall continue to implement the WaterSense H2Otel Challenge that was developed and launched under contract EP-C-009-008 and WA B-05. The H2Otel Challenge will be the main CI outreach priority during the period of performance including the wrap up of 2014 activities and the continuation of a Challenge in 2015. All existing materials will be provided by the WACOR. The Contractor shall also develop new materials to assist specific stakeholders such as building owners, architect and engineering firms, and facility managers to implement water efficiency in hospitality facilities and other CI buildings. This shall include the revision and creation of approximately ten- fifteen (10-15) materials such as factsheets, frequently asked questions, case studies, talking points, web content, presentation slides, key messages, e-mails to partners, program announcements, and press releases among other pieces during the period of performance. When applicable, final materials shall be delivered in print ready format and a format ready to be coded

for placement on the WaterSense website. The Contractor shall use the materials developed in this task to assist the WaterSense program in conducting outreach to CI buildings via emails, trade articles, webinars, or press releases. In addition, the Contractor shall assist EPA in incorporating WaterSense information into materials for ENERGY STAR Commercial and Institutional building partners. For purposes of estimation, 20-25 outreach activities are expected during this period of performance.

*Task 7.2 CI Tools and Information Collection* – The Contractor shall provide support to the WaterSense team in collecting tools and information from established CI programs and other relevant stakeholders across the country and combining it with tools and materials created as part of the H2Otel Challenge. The support shall be limited to compiling the information submitted to the WaterSense Program under the previous WAs and reorganizing existing tools and materials created under the H2Otel Challenge into a useable format to be placed in a centralized location on the WaterSense website. Most of the information used in this effort has already been received or developed, so minimal research will be required. The Contractor shall suggest an appropriate format in an outline or web page schematic based on the information received. Once the formatting is approved, the Contractor shall create the web pages. The web pages will be posted under the Web Support WA 1-04, not this work assignment. A written summary report will not be required for this task.

*Task 7.3 Commercial Water Use Savings and Evaluation Tool* – The Contractor began developing an excel-based tool under WA B-05 to assist facility managers, owners and other stakeholders in tracking their water use and calculating their potential savings and payback. The first version released under WA 5-05 was specifically focused on hotel and hospitality facilities. Under this WA, the contractor shall assist EPA in improving the tool based on user feedback and finalizing this content as the revised version 1.0.

*Task 7.4 H2Otel Challenge Best Management Practice Webinars* – The contractor shall develop a series of webinars based on the content developed in the WaterSense at Work: Best Management Practices for CI Facilities and the H2Otel Challenge webinars created under WA B-05 this contract. The contractor shall create and outline, draft presentation, and final presentation for each webinar that will include content for a specific portion of the Challenge and a case study from a facility that has completed water efficiency projects in those areas. Most of the content for the webinars was already developed under WA B-05 and will be reorganized to provide a more concise summary of the actions required for participants to take in the Challenge. Each webinar will be approximately 1.5 hours in length. The contractor shall complete all logistics for the webinar including registration, presentation development, and delivery, recording and editing. The final deliverables shall be a 508-compliant, multi-media file in a format determined by the WACOR that can be placed on the WaterSense public website for stakeholders to listen to in the future. The

development of approximately four (4) webinars will be required during the period of performance.

**Task 7.5 H2Otel Challenge Workshop and Audit** – The contractor shall provide a one day workshop on water-efficiency and water assessments for a group of hotel participants of the H2Otel Challenge and a water audit for one (1) participating hotel. This will require travel for one person to a location in the continental US for approximately two to three (2-3) days. This workshop and audit will be hosted by one of the participants in the workshop so that contractor will not need to rent or locate space for the meetings.

The content of the workshop shall be drawn from the technical tools and materials already created under WA B-05. The contractor shall work with the Task Manager to develop the agenda and content for the workshop including presentations and other materials, the contractor shall complete all logistics for the workshop including registration, presentation development and delivery of all or part of the workshop. The deliverable for this workshop will be final versions of the agenda, presentation, and materials used in the workshop.

In addition, the contractor shall also provide a water audit for one participating hotel using the WaterUSE Tool developed under task 7.3, the deliverable for this audit is a completed version of the Tool using the hotel's specific data including a prioritized list of projects and a water balance for the hotel's facility. No additional report will be required.

### **Task 8 – Benchmarking and whole building analysis**

The WaterSense Program will provide technical support to the CI sector on water efficiency and management. For this task, the Task Manager is Jonah Schein, a member of the WaterSense team. A task manager will be the primary technical contact for the specified task and participate in technical communication with the contractor. However, any technical direction will still come from the EPA WACOR. At the conclusion of the performance period, the contractor shall prepare a final annotated version of any documents or tools for delivery to the WACOR. The annotated version shall include any information necessary to continue use of the materials after the contract has ended including but not limited to citation of data sources and an explanation of calculations and terms. The Contractor shall support this portion of the program by completing the following tasks:

**Task 8.1 ENERGY STAR Portfolio Manager Revisions** – The ENERGY STAR program is currently revising, expanding, and enhancing their Portfolio Manager tool used by all types of buildings. The Contractor shall continue to assist the WaterSense team in recommending changes and additions to the Portfolio Manager specific to WaterSense and water efficiency in CI buildings. As directed by the WACOR, the Contractor shall develop a list of recommended changes to be submitted to ENERGY STAR. The Contractor shall also provide technical

support to the WaterSense team as the changes are implemented by answering questions and providing clarifications when needed within one week of receipt from WACOR.

*Task 8.2 Development of a Water Efficiency Benchmark Pilot Program* –The objective of this task is to evaluate the feasibility of developing a water efficiency benchmark for water efficiency in multi-family, commercial and institutional buildings. The benchmark would be compatible with the Energy Star energy efficiency benchmark and based on data from its Portfolio Manager program. The evaluation would consider whether data being collected from the Energy Information Administration, Fannie Mae or other sources would be useful, from the 2007 Commercial Buildings Energy Consumption Survey provided under EP-C-09-008 WA 3-05 or the Fannie Mae survey of Multifamily buildings provided under WA 5-05.

#### **IV. DELIVERABLE SCHEDULE (by tasks/subtask and due date)**

The deliverables for this task are highly dependent on the progress and coordination of work with outside stakeholders. All activities shall begin based on WACOR direction unless otherwise noted. Due dates for draft documents are identified in the tables below. The contractor shall discuss any disagreements with or questions on EPA-provided comments prior to submission of a final document. All deliverable revisions will be due back to the EPA WACOR no later than fifteen (15) business days after the contractor receives EPA feedback unless otherwise specified by the WACOR. If EPA chooses not to provide comments, the draft document will be accepted as final, and the contractor will be notified that no revisions are required.

Documents prepared under this contract shall be provided in electronic format, compatible with the MS Office Suite. All documents shall be provided first as drafts. EPA may provide comments for the contractor to incorporate into the final documents. The final document format will be agreed upon by the EPA WACOR and the contractor in advance. The contractor shall also provide electronic copies of any data files developed in the course of this Work Assignment.

#### **Task 1 – Work Plan, Funds Tracking and Work Assignment Management<sup>2</sup>**

<b><i>Subtask</i></b>	<b><i>Deliverable</i></b>	<b><i>Due Date</i></b>
1.1	Work Plan and PQAPP	Per contract requirements.

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<sup>2</sup> This WA contains number of activities based on EPA research and work with other committees. Since EPA has little to no control over the committee schedules, deadlines are set based on information at the time. This flexibility has worked extremely well for both the contractor and the WACOR under EP-C-14-014.

1.2	Funds Tracking and WA Management	Monthly
1.3	Program Planning	Meetings within 1 week of WACOR direction

## **Task 2 - Product and Service Research**

<b><i>Subtask</i></b>	<b><i>Deliverable</i></b>	<b><i>Due Date</i></b>
2.1	Product Screening Tool	Within 20 business days of WACOR direction
2.2	Technical Assessment and Market Research	Within 60 calendar days of WACOR direction

## **Task 3 - Product Development and Management**

<b><i>Subtask</i></b>	<b><i>Deliverable</i></b>	<b><i>Due Date</i></b>
3.1	Notice of Intent	Within 30 business days of WACOR direction
3.2	Draft Specification material	Within 60 business days of WACOR direction
3.3	Final Specification material	Within 60 business days of WACOR direction
3.4	Technology Guide	Within 45 businessdays of WACOR direction
3.5	Specification Updates	Within 30 businessdays of WACOR direction
3.6	Standards Development Committees	Ongoing

## **Task 4 – Product Certification**

<b><i>Subtask</i></b>	<b><i>Deliverable</i></b>	<b><i>Due Date</i></b>
4.1	Certification document management	Within 20 businessdays of WACOR direction

4.2	Certification Audit	Within 20 businessdays of WACOR direction
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#### **Task 5 – Technical Product Support and Outreach**

<b><i>Subtask</i></b>	<b><i>Deliverable</i></b>	<b><i>Due Date</i></b>
5.1	Green building program support	As directed by the WACOR
5.2	Marketing and outreach	As directed by the WACOR
5.3	Miscellaneous technical support	As directed by the WACOR
5.4	Energy Star program coordination	As directed by the WACOR
5.5	Life-cycle analysis	As directed by the WACOR
5.6	Factoid Catalog updates	As directed by the WACOR
5.7	Product deployment strategy and implementation	As directed by the WACOR

#### **Task 6 – New Homes**

<b><i>Subtask</i></b>	<b><i>Deliverable</i></b>	<b><i>Due Date</i></b>
6.1	Specification Management	As directed by the WACOR
6.2	New homes certification system management	As directed by the WACOR
6.3	Builder resource manual and training	Within 60 businessdays of WACOR direction or as agreed to as reasonable by contractor and WACOR

#### **Task 7 – H2OTel Challenge**

<b><i>Subtask</i></b>	<b><i>Deliverable</i></b>	<b><i>Due Date</i></b>
7.1	General CI materials	Within 3 weeks of WACOR direction
7.2	CI Tools	Within 3 weeks of WACOR direction

7.3	Water Use Savings and Evaluation Tool	Within 5 weeks of WACOR direction
7.4	Outline of Content for Webinar Draft Presentation Final presentation Recorded presentation files	Within 3 weeks of WACOR direction Within 4 weeks of WACOR direction Within 2 weeks of WACOR direction Within 4 weeks of Webinar
7.5	Outline of content for workshop Draft presentation and materials Final presentation and materials  Draft water audit results Final water audit results from WaterUSE Tool	Within 3 weeks of WACOR direction Within 4 weeks of WACOR direction  Within 2 weeks of WACOR direction  Within 2 weeks of water audit Within 3 weeks of water audit

## **Task 8 – Benchmarking and Whole-Building Analysis**

<b><i>Subtask</i></b>	<b><i>Deliverable</i></b>	<b><i>Due Date</i></b>
8.1	Energy Star Portfolio Manager revision	As directed by the WACOR
8.2	Evaluation of benchmark	As directed by the WACOR

## **V. MISCELLANEOUS**

### **A. Software Applications and Accessibility**

Files delivered to the Government shall be Microsoft Office 2013 or higher. All software and electronic information technology shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov>.

- Preferred text format: MS Word,
- Preferred presentation format: Power Point
- Preferred graphics format: Each graphic is an individual JPEG or GIF file

- Preferred portable format: Adobe Acrobat, Version X
- Preferred tracking format: MS project or excel

**B. Travel.** Travel is expected for this work assignment. Any travel chargeable to this work assignment shall be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA Contracting Officer Representative (COR) prior to travel taking place. . The WACOR will provide at least a two week notice of any non-local travel. For planning purposes, the contractor shall assume 4 (four) -6 (six); 2 (two) -3 (three) day trips will be required over the course of this Work Assignment as described in Task 3 and 5 above. One to two contractors shall attend each conference under this work assignment (though other WACORs may request additional support under their own work assignments).

**C. Release of Data and Information.**

All information collected and developed under this Agreement is the property of the U.S. EPA and shall not be released to the public or used for other work or projects, including EPA or other federal work, without written authorization of the Contracting Officer. Information from this task shall be included in the program database (Salesforce), as appropriate. Updates to the database shall include communications with Stakeholders such as e-mails and meeting summaries.

**D. Conference/Meeting Guidelines and Limitations:**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA Contract Level COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA Contract Level COR. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

**E. Contractor identification**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.



The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Work Assignment Contracting Officer Representative.

#### **F. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **G. Management Controls**

All printing shall be in accordance with clause H.2 (Printing) of the contract.

### **VI. QUALITY ASSURANCE SURVEILLANCE PLAN**

All tasks are to be completed on or ahead of schedule unless EPA and the contractor mutually agree to a schedule change.

The contract level QASP applies to this work assignment. The requirements do include environmental measurements, etc., therefore a supplement programmatic quality assurance project plan (PQAPP) is required. The Contractor created one PQAPP for data and information collected under both WA B-01 and WA B-05. This PQAPP will be acceptable to meet the requirements under this WA.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-05				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period 07/18/2014 To 02/13/2016			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number    1			Technical Support for WaterSen				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.2, 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance  From 02/14/2015 To 02/13/2016					
Comments: This work plan incorporates a funding ceiling of \$480,000.00										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
07/18/2014 To 02/13/2016										
This Action:		\$654,779.00		6,416						
Total:		\$654,779.00		6,416						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 02/26/2015		Cost/Fee: \$654,779.00		LOE: 6,416						
Cumulative Approved:		Cost/Fee: \$654,779.00		LOE: 6,416						
Work Assignment Manager Name Stephanie Tanner						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number 202-564-2660				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name Kathleen Rechenberg						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2853				
						FAX Number:				
Contracting Official Name Noelle Mills						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2171				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-14-014			Contract Period 07/17/2014 To 02/13/2016			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number    1			Technical support				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 02/14/2015 To 02/13/2016					
Comments: The purpose of this amendment is to raise the NTE ceiling to \$600,000.00										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
07/17/2014 To 02/13/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name    Stephanie Tanner							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number    202-564-2660			
							FAX Number:			
Project Officer Name    Robin Danesi							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name    Courtney Stallworth							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2002			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-14-014			Contract Period 07/17/2014 To 02/13/2017			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number    1			Technical Support for WaterSen				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.2, 3.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance  From 02/14/2015 To 02/13/2016					
Comments: This work plan incorporates a funding ceiling of \$480,000.00										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		07/17/2014 To 02/13/2017		Cost/Fee: \$0.00		LOE: 0				
This Action:				\$654,779.00		6,416				
Total:				\$654,779.00		6,416				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		02/26/2015		Cost/Fee \$654,779.00		LOE: 6,416				
Cumulative Approved:				Cost/Fee \$654,779.00		LOE: 6,416				
Work Assignment Manager Name    Stephanie Tanner						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-2660				
						FAX Number:				
Project Officer Name    Robin Danesi						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name    Courtney Stallworth						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2002				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-6				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name Net Zero				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/24/2015   To   02/13/2016				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund           Accounting and Appropriations Data           <input checked="" type="checkbox"/> Non-Superfund         </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:						264				
Total:						264				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name   Michael Nye  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number   703-347-0238 FAX Number:			
Project Officer Name   Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:			
Other Agency Official Name   Kathleen Rechenberg  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2853 FAX Number:			
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

**PERFORMANCE WORK STATEMENT  
TECHNICAL EVALUATION AND MARKET ASSESSMENT SUPPORT FOR THE WATER EFFICIENCY  
PROGRAM  
(Contract # EP-C-14-014)  
Work Assignment No. 1-06**

**I. ADMINISTRATIVE (PWS Area 3.2.73)**

**Commented [RK1]:** I do not believe that this WA falls under section 3.3, PWS Section 3.2.7 is more appropriate.

**A. Title:** Net Zero Water Education and Outreach Support

**B. Work Assignment Contracting Officer's Representative ( )::**

Michael Nye  
US EPA  
Office of Research and Development  
[Nye.michael@epa.gov](mailto:Nye.michael@epa.gov)  
(202) 564-5016

**C. Quality Assurance:**

This work assignment does not involve the collection of environmental measurement; therefore, a supplemental programmatic quality assurance project plan (PQAPP) is not required.

**D. Background:**

The Army's 'Net Zero' program seeks to 'zero' the balance for Army installations in three primary areas: water, waste and energy. EPA-ORD and the Army are collaborating on the Army's Net Zero Program to develop and demonstrate new applications and technologies for use on installations striving toward Net Zero goals. EPA's Net Zero work at Fort Riley focuses on improving water quality and treatment, water reuse and sewer mining, and demand reduction via targeted interventions and outreach.

**II. OBJECTIVE**

The contractor shall support a group of US Army and EPA partners in the development of a successful targeted communications campaign to promote water saving behavior in living and working areas on Fort Riley Kansas, a US Army Installation. The evidence base for message development shall consist of previously produced reports and associated datasets on residential water use and personnel attitudes towards water conservation delivered electronically to the contractor by EPA in MS word format. The contractor shall prepare a detailed report that specifies the messaging strategy and incorporates material from prior

**Commented [NM2]:** added clarification on delivery

**Commented [RK3]:** How will the contractor receive these reports and datasets?

reports completed by EPA and Kansas State University under Contract EP-C-09-008/WA that will be provided to the contractor.

Commented [RK4]: What WA?

Commented [NM5]: These were produced by EPA and Kansas State University. Not under contract

### III. TASK DETAIL

The contractor shall perform the following tasks:

#### **Task 1: Review previously produced reports (Demand Report and Survey Report) and underlying datasets**

The first phase of work for this project consisted of developing and implementing a Community-Based Social Marketing (CBSM) campaign focused on water conservation behaviors and measuring household water use for residents of Family Housing neighborhoods on Fort Riley. A separate, but aligned effort surveyed personnel working on Ft Riley about attitudes to water conservation and water use behaviors. The results of these studies are described in two separate reports referred to here as the Demand Report and the Survey Report (available electronically from EPA in MS Word format). The contractor shall review these existing reports and the underlying datasets and other relevant Net Zero materials to better understand residential water use profiles, water use/ conservation attitudes and behaviors on Fort Riley, and the Net Zero Program.

Commented [NM6]: See response above

Commented [RK7]: See Question above

##### **1.1. Synthesize the content and findings from the Demand and Survey reports into a single document.**

The contractor shall synthesize the background text and findings from the Demand and Survey reports into a single, thirty to forty (30-40) page commonly-formatted document to be used as the basis for the Final Report described in Task b3 of this WA (see Page 3 of this WA). The synthesis exercise should result in a shorter document than would be produced if the two (2) reports were simply combined, but the text shall be drawn from the existing reports where possible to save time.

Commented [RK8]: What does this mean?

Commented [RK9]: Task b3 where?

Commented [NM10R9]: Clarification added

#### **Task 2: Provide guidance on development of effective messaging strategies for promoting water conservation based on review of the reports and datasets:**

The contractor shall produce a short report (Options report) summarizing good practice for effective conservation messaging and presenting a set of preliminary options for messaging strategies based on good practice guidance and review of the Demand and Survey Reports .

##### **2.1. Solicit feedback from Army personnel and Ft Riley staff on messaging options**

The contractor shall conduct three to five (3-5) phone interviews with Fort Riley staff to review messaging options presented in the Options report and identify opportunities for tailoring messaging to the culture of the Army. Fort Riley Department of Public Works (DPW) staff will facilitate the selection of interviewees.

**Commented [RK11]:** What does this stand for?

## **2.2. Produce Options Report**

The contractor shall produce a short ten to fifteen (10-15) page Options Report containing a set of preliminary messaging strategy and delivery options based on the outputs of Tasks 1-2.1.

## **2.3 Plan and facilitate a webinar to further review options and facilitate messaging strategy selection and development**

The contractor shall plan and facilitate a webinar (including relevant background materials) in July of 2015 to present good practice guidance and refined options for messaging strategies to EPA and ARMY staff. The contractor shall take detailed notes of the proceedings and provide a summary report to the Army/ EPA partners covering outcomes/ key points and recommendations for proceeding.

### **Task 3: Refine messaging strategy and produce a detailed guidance and synthesized Final Report for an effective water conservation messaging campaign for Fort Riley and other installations.**

Based on the outcomes of Tasks 1-2.3, the contractor shall produce a detailed Final Report specifying the logistics and format of a water conservation messaging campaign for Fort Riley that:

- A) Is evidence based (including Demand and Survey report findings as well as other relevant scientific research)
- B) Includes the text of the Synthesis Report produced in Task 1.1
- C) Incorporates feedback from the webinar and options review in Task 2-2.3
- D) Aligns to Net Zero program goals, and
- E) Is sensitive, and adaptive to, the unique culture of the Army.

It is expected that the contractor shall produce a range of written slogans and textual materials that could be used in different formats and media. The report shall contain at a minimum the following specific elements:

- A) Recommendations on message format and delivery media for reaching different groups on the installation.



B) Written text, slogans, or scripts containing effective messages for different sources of water demand that are clearly linked to specific format and delivery options. ~~(specified in A).~~

Commented [RK12]: Where is A?

#### IV. WORK ASSIGNMENT MANAGEMENT

The Contractor shall meet with the \_\_\_\_\_ and/or the Alternate either in person or via telephone as needed. For planning purposes Contractor should assume that such meeting will consume approximately two hours per month. The Contractor shall provide a status update for tasks via email two days before each meeting. The Contractor shall meet with the \_\_\_\_\_ on specific issues related to proper functioning of the site and the servicing of the audiences' needs more frequently as directed by the \_\_\_\_\_. Contractor should plan on one such meeting per quarter.

#### V. DELIVERABLES

Unless specified above, due dates for deliverables are outlined in the chart below. The deliverables of these tasks are highly dependent on the progress and coordination of work with outside stakeholders, as well as other EPA and NetZero research activities.

Documents prepared under this contract shall be provided in electronic format, compatible with the MS Office 2013 Suite. All documents shall be provided first as drafts. EPA may provide comments for the contractor to incorporate into the final documents. The final document format will be agreed upon by the EPA \_\_\_\_\_ and the contractor in advance. The contractor shall also provide electronic copies of any data files developed in the course of this work assignment.

The contractor shall discuss any disagreements with or questions on EPA-provided comments prior to submission of a final document. All deliverable revisions will be due back to the EPA \_\_\_\_\_ no later than fifteen (15) days after the contractor receives EPA feedback unless otherwise specified by the \_\_\_\_\_. If EPA chooses not to provide comments, the draft document will be accepted as final, and the contractor will be notified that no revisions are required.

##### Deliverable Schedule:

Task	Subtask	Deliverable	Due Date
O		Workplan	contract requirements

<b>1</b>		One (1) two hour introductory kick-off phone call with Army/EPA staff to discuss project aims and logistics of the	TBD (Within 1 week of start of contract)
<b>1</b>	1.1	One synthesis document that combines the Demand and Survey reports into a single, streamlined document to be used as the basis for the Final Report.	TBD
<b>2</b>	2.1	Interviews for refinement of options and identifying opportunities for cultural adaptation	TBD
<b>2</b>	2.2	One (1) Options report providing a summary of good practice for effective conservation messaging and presenting a set of preliminary options for messaging	TBD (One week prior to webinar)
<b>2</b>	2.3	Facilitation and delivery of a two to three (2-3) hour webinar to review options and refine messaging strategies for different groups and different sources of demand..	TBD
<b>3</b>		A final report that includes the synthesis report and additional logistical guidance and textual materials for an effective water conservation messaging at Fort Riley.	September

## VI. MISCELLANEOUS

### A. Software Applications and Accessibility.

Word processing files delivered to the Government shall be Microsoft Word, 8.0 or higher. All software and electronic information technology shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov>.

- Preferred text format: MS Word, 8.0 or higher (MS Office 2003 or higher)
- Preferred presentation format: Power Point, Office 2003 or higher
- Preferred graphics format: Each graphic is an individual GIF file
- Preferred portable format: Adobe Acrobat, Version 6.0

#### **B. Travel.**

No travel is required for completion of this work assignment.

#### **C. Release of Data and Information.**

All information collected and developed under this Agreement is the property of the U.S. EPA and shall not be released to the public or used for other work or projects, including EPA or other federal work, without written authorization of the CO.

#### **D. Conference/Meeting Guidelines and Limitations:**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA Contract Level COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA Contract Level COR. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

#### **E. Contractor identification**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Work Assignment Contracting Officer Representative.

#### **F. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

**G. Management Controls**

All printing shall be in accordance with clause H.2 (Printing) of the contract.

**VII. QUALITY ASSURANCE SURVEILLANCE PLAN**

All tasks are to be completed on or ahead of schedule unless EPA and the contractor mutually agree to a schedule change.

The contract level QASP applies to this work assignment.

**VIII. RELEASE OF DATA AND INFORMATION**

All information collected and developed under this Agreement is the property of the U.S. EPA and may not be released to the public or used for other work or projects, including EPA or other federal work, without written authorization of the CO.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-6				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name Net Zero Project				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   07/24/2015   To   02/13/2016				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund         <span>Accounting and Appropriations Data</span> <input checked="" type="checkbox"/> Non-Superfund       </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:		\$30,972.00				214				
Total:		\$30,972.00				214				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 08/07/2015		Cost/Fee: \$30,972.00				LOE: 214				
Cumulative Approved:		Cost/Fee: \$30,972.00				LOE: 214				
Work Assignment Manager Name   Michael Nye  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   703-347-0238 FAX Number:				
Project Officer Name   Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:				
Other Agency Official Name   Kathleen Rechenberg  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2853 FAX Number:				
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-7				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name Communications support				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   09/29/2015   To   02/13/2016				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund         <span>Accounting and Appropriations Data</span> <input checked="" type="checkbox"/> Non-Superfund       </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:						116				
Total:						116				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name   Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number   202-564-1846 FAX Number:				
Project Officer Name   Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:				
Other Agency Official Name   Kathleen Rechenberg  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2853 FAX Number:				
Contracting Official Name   Sandra Stargardt-Licis  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**Communications Support for Office of Water Programs**  
**Work Assignment No. 1-7**

**I. ADMINISTRATIVE (PWS Area 3.3)**

**A. Title: Communications Support for Office of Wastewater Management Programs**

**B. Period of Performance:** Date of issuance to February 14, 2016

**C. Work Assignment Contracting Officer's Representative (WACOR):**

Robin Danesi  
US EPA, Office of Water  
1200 Pennsylvania Ave Washington, DC 20460  
(202) 564-1846  
Danesi.rob@epa.gov

**D. Quality Assurance:**

This work assignment does not involve the collection of environmental measurement; therefore, a supplemental programmatic quality assurance project plan (PQAPP) is not required.

**II. OBJECTIVE**

The objective of this work assignment (WA) is to support the communications efforts of the Office of Water (OW) programs for the period of performance. Support under this work assignment will assist OWM in communicating to internal and external stakeholders' information on our programs.

**III. TASK DETAIL**

The contractor shall perform the following tasks:

**Task 0 - Work Plan, Budget Development and Management**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.3 MONTHLY PROGRESS REPORT (EPAAR 1552.210-72) (JUN 1996).

The contractor shall meet with the WACOR either in person or via telephone periodically to

discuss work assignment planning issues. The contractor shall meet with the WACOR on specific topics when necessary as directed by the WACOR, not to exceed six (6) hours of meetings for this period of performance.

#### **Task 1— Development of Materials for Office of Water Programs**

As requested by EPA, ERG will develop traditional print and non-traditional materials for EPA water programs. For the purpose of this cost estimate, ERG will assume development of up to three infographics and one email newsletter template. For the purposes of this cost estimate, we will assume three WACOR reviews and ensure products meet EPA and, if applicable, Government Printing Office specifications.

### **IV. DELIVERABLES**

Unless specified above, due dates for deliverables are outlined in the chart below. The deliverables of these tasks are highly dependent on the progress and coordination of work with the EPA WACOR.

Documents prepared under this contract shall be provided in electronic format, compatible with the MS Office 2013 Suite. All documents shall be provided first as drafts. EPA may provide comments for the contractor to incorporate into the final documents. The final document format will be agreed upon by the EPA WACOR and the contractor in advance. The contractor shall also provide electronic copies of any data files developed in the course of this work assignment.

All deliverable revisions will be due back to the EPA WAM no later than 15 days after the contractor receives EPA feedback unless otherwise specified by the WACOR. If EPA chooses not to provide comments, the draft document will be accepted as final, and the contractor will be notified that no revisions are required.

#### **Deliverable Schedule:**

<b>Task</b>	<b>Subtask</b>	<b>Deliverable</b>	<b>Due Date</b>
<b>0</b>		Workplan	Fifteen (15) calendar days after the contractor receives the work assignment.
<b>1</b>		One (1) introductory kick-off phone call with EPA staff to discuss project aims and logistics	TBD (Within 1 week of start of work assignment)
<b>1</b>		Development of three infographics.	TBD
<b>1</b>		Development of one newsletter template	TBD

### **V. MISCELLANEOUS**



## **A. Software Applications and Accessibility.**

Word processing files delivered to the Government shall be Microsoft Word, 8.0 or higher. All software and electronic information technology shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, §1194.21 Software applications and operating systems and §1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov>.

- Preferred text format: MS Word, 8.0 or higher (MS Office 2003 or higher)
- Preferred presentation format: Power Point, Office 2003 or higher
- Preferred graphics format: Each graphic is an individual GIF file
- Preferred portable format: Adobe Acrobat, Version 6.0

## **B. Travel.**

No travel is expected for this work assignment.

## **C. Release of Data and Information.**

All information collected and developed under this Agreement is the property of the U.S. EPA and shall not be released to the public or used for other work or projects, including EPA or other federal work, without written authorization of the CO.

## **D. Conference/Meeting Guidelines and Limitations:**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA Contract Level COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA Contract Level COR. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

## **E. Contractor identification**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Work Assignment Contracting Officer Representative.

## **F. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor

which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **G. Management Controls**

All printing shall be in accordance with clause H.2 (Printing) of the contract.

#### **VII. QUALITY ASSURANCE SURVEILLANCE PLAN**

All tasks are to be completed on or ahead of schedule unless EPA and the contractor mutually agree to a schedule change.

The contract level QASP applies to this work assignment.

#### **VIII. RELEASE OF DATA AND INFORMATION**

All information collected and developed under this Agreement is the property of the U.S. EPA and may not be released to the public or used for other work or projects, including EPA or other federal work, without written authorization of the CO.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-7				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name Communication support				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   09/29/2015   To   02/13/2016				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund           Accounting and Appropriations Data           <input checked="" type="checkbox"/> Non-Superfund         </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:		\$10,369.00				116				
Total:		\$10,369.00				116				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		10/16/2015		Cost/Fee: \$10,369.00		LOE: 116				
Cumulative Approved:				Cost/Fee: \$10,369.00		LOE: 116				
Work Assignment Manager Name   Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   202-564-1846 FAX Number:				
Project Officer Name   Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:				
Other Agency Official Name   Kathleen Rechenberg  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2853 FAX Number:				
Contracting Official Name   Sandra Stargardt-Licis  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-08				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name NPDES Application				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   11/18/2015   To   02/13/2016				
Comments: NPDES Application form and Program Updates										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:						655				
Total:						655				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name   David Hair  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   202-564-2287 FAX Number:				
Project Officer Name   Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:				
Other Agency Official Name   Kathleen Rechenberg  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2853 FAX Number:				
Contracting Official Name   Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545				

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-14-014  
WORK ASSIGNMENT # 1-8**

**1. ADMINISTRATIVE (PWS Area 3.4)**

**A. TITLE: UPDATE OF NPDES PERMIT APPLICATION FORMS AND PROGRAM**

**B. ESTIMATED PERIOD OF PERFORMANCE:**

From Issuance through February 13, 2016

**C. EPA WORK ASSIGNMENT**

**Work Assignment Contracting Officer Representative (WACOR):**

<b>David Hair</b> Phone: (202) 564-2287 Fax (202) 564-6392 Hair.David@epa.gov	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7126A Washington, DC 20004
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**Alternate Work Assignment Contracting Officer Representative (Alt WACOR):**

<b>Sharmin Syed</b> Phone: (202) 564-3052 Fax (202) 564-6392	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7135F Washington, DC 20004
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**D. Level of Effort**

EPA estimates 655 hours will be required to support the activities outlined below.

**E. Background/Objective**

The proposed Clean Water Act's (CWA) National Pollution Discharge Elimination System (NPDES) Permit Applications and Program Updates rule seeks to be in compliance with the data and information requirements in the EPA's newly promulgated Electronic Reporting rule (September 2015). This action will ensure that wastewater utilities as well as other sources of wastewater will be in compliance with these new data requirements when they issue permits that restrict pollutants into water used by a variety of WaterSense products such as high-efficiency toilets and other water conservation devices. Under the NPDES program, the EPA has developed eight individual permit application forms. The different individual permit application forms correspond to the different categories of dischargers, including

waste water utilities, subject to permitting. Commenters will have the opportunity to comment on 15 provisions in the proposed rulemaking to enhance the NPDES program and one additional area where the rulemaking is simply taking comment. In summary, the NPDES Permit Applications and Program Updates rule will eliminate NPDES application and program inconsistencies, improve permit documentation, transparency and oversight and delete outdated provisions.

## **II. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 - Work Assignment Management**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70). The PQAPP submitted for WA B-01 and B-05 is applicable and acceptable for this work assignment.

The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two (2) hours per month to discuss work assignment issues. The contractor shall provide a status update for tasks via email before each meeting and an update of expenditures. The contractor shall meet with the WACOR on specific issues more frequently as directed by the WACOR for approximately three (3) meetings per month.

### **Task 1: Updating the NPDES application forms to be in compliance with the new Electronic Reporting rule promulgated on September 24, 2015**

- A. Revise all existing individual NPDES application forms to ensure that they are consistent with the Agency's NPDES Electronic Reporting rule*
  - 1. Based on the draft of the revised forms previously developed by the contractor, the contractor will update information and data requirements in draft and final application forms and instructions to incorporate revisions to remove and correct the inconsistencies between the individual application forms, instructions, and the permit regulations. This effort will assist water utilities and other facilities in management and handling of program implementation data. The contractor will incorporate the minor changes (outlined below):

#### **1. Multiple Forms: Basic Permit and Facility Data**

- a. \_“Facility Name”

- i. On all forms where this exists, make this “Facility Site Name”
- b. “Email Address (if available)”
  - i. Remove “if available” from this data field title on all forms where this exists and in the regs, and add to the instructions that if an email address (or phone number) is not available to enter “N/A”
- 2. Form 2A: Pretreatment**
  - a. NSCIU should be changed to CIU on Form 2A (Table F and Section 4 and any instruction text)
- 3. Form 2B: CAFOs**
  - a. Manure, Litter, and/or Wastewater Production and use
    - i. Use a chart or other format to allow separate numbers for each type of waste (manure, litter, and wastewater) wherever amounts of these waste types are requested on form 2B
  - b. Fix typo in 1.2 on form 2B – both choices say “Existing Facility”
- 4. Construction Stormwater, MS4s, and Cooling Water Intake Structures/Thermal Variances**
  - a. Note - there are no specific application forms for these program areas.
  - b. Update Form 1 to include references to the regulatory text outlining the requirement for submission in addition to the requirements on Form 1 for all applicants other than POTWs and TWTDS.
- 5. Other Possible Form Changes**
  - a. Form 2S: Sludge
    - i. No suggested form changes at this time, although the form does not match Appendix A and edits may be needed.
    - ii. Form 2S may be missing the instructions for each section (1.1, 1.2, etc), which was included in front of other forms
  - b. Other unanticipated changes, all expected to be fairly minor
- 2. Upon written technical direction from the EPA WACOR the contractor shall develop reorganized draft forms to address issues identified in A(1) and eliminate the inconsistent look and feel of the various forms. The result of this effort will be an application form “package” that includes all current and new forms and instructs the applicant on how to select and use the appropriate forms.

***Deliverables:***

- Revise forms and instructions to address Item A(1-5) within four (4) weeks of technical direction from EPA WACOR
- Final draft of forms and instructions to incorporate all changes approved by EPA WACOR within four (4) weeks of receipt of technical direction from EPA WACOR.

## **Task 2: Supporting the assessment of comments on the proposed Permit Applications and Program Updates rule**

*A. Support EPA in developing materials to support NPDES regulatory revisions associated with the application forms and other program changes*

1. The contractor shall also support EPA by assembling and cataloguing comments made during the comment period for EPA response. Where possible, the contractor shall modify and use a previously developed comment Access data base application. For planning purposes, the contractor should assume that we will receive approximately five hundred to two thousand (500 – 2,000) comments on the rulemaking and use the database to catalogue the comments.

### ***Deliverables:***

- The contractor shall also assemble and catalogue comments made during the comment period for EPA response.
- A final version of the catalogued comments will be provided to EPA within one (1) week of the close of the comment period.

## **III. MISCELLANEOUS**

### **A. Software Applications and Accessibility.**

Word processing files delivered to the Government shall be Microsoft Word, 8.0 or higher. All software and electronic information technology shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Files that are available on the website will be delivered to the contractor. Web-based intranet and internet information and applications. See: <http://www.section508.gov>.

- Preferred text format: MS Word, 8.0 or higher (MS Office 2007 or higher)
- Preferred presentation format: Power Point, Office 2007 or higher
- Preferred graphics format: Each graphic is an individual GIF file
- Preferred portable format: Adobe Acrobat, Version 6.0

### **B. Travel.**

Local travel is expected for this work assignment for contractors to attend workgroup meetings at EPA. Any travel chargeable to this work assignment shall be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA Contracting Officer Representative (COR) prior to travel taking place.



### **C. Conference/Meeting Guidelines and Limitations:**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA Contract Level COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA Contract Level COR.

Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

### **D. Contractor identification**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Work Assignment Contracting Officer Representative.

### **E. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

### **F. Management Controls**

All printing shall be in accordance with clause H.2 (Printing) of the contract.

### **G. Reporting Requirements**

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain telephone contact with the EPA WACOR to advise of progress and problems as needed. All documents shall be delivered in Microsoft software applications in accordance with III. A.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as directed by the WACOR. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the EPA WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in electronic and/or hard copy as well as on the appropriate size disk in a format compatible with Office of Wastewater Management hardware.

## **VII. QUALITY ASSURANCE SURVEILLANCE PLAN**

All tasks are to be completed on or ahead of schedule unless EPA and the contractor mutually agree to a schedule change.

The contract level QASP applies to this work assignment.

## **VIII. RELEASE OF DATA AND INFORMATION**

All information collected and developed under this Agreement is the property of the U.S. EPA and may not be released to the public or used for other work or projects, including EPA or other federal work, without written authorization of the CO.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-08				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-14-014			Contract Period   07/18/2014   To   02/13/2016 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name NPDES Updates				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   11/18/2015   To   02/13/2016				
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00				LOE: 0				
07/18/2014 To 02/13/2016										
This Action:		\$49,973.00				711				
Total:		\$49,973.00				711				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		12/03/2015		Cost/Fee: \$49,973.00		LOE: 711				
Cumulative Approved:				Cost/Fee: \$49,973.00		LOE: 711				
Work Assignment Manager Name   David Hair  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   202-564-2287 FAX Number:				
Project Officer Name   Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name   Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545				